

Manufactured Home Park & Travel Park License Renewals

This application replaces all previous manufactured home park renewal applications. Please fill out the entire renewal application. The application process, common questions and ordinance information is listed on the back of this application.

License Information

Name of Court/Park: _____ **# of Spaces:** _____

Owner: _____

Manager: _____ **Phone #** _____

Park

Address: _____
Street Address
Lot #

City State ZIP Code

Mailing

Address: _____
Street Address
Lot #

City State ZIP Code

Office Phone: _____

Once the application is completed what is the next step?

Once the application is completed please email or mail the application to: melisa.ellerton@rcgov.org or mail to Building Services, 300 Sixth Street Rapid City SD 57701. The Building Services Department will generate an invoice to be mailed or emailed, and schedule an inspection with the fire department. Your renewal fee can be paid for by mail or delivered to the address listed above. Please checks made out to "City Finance". Once approved by the Fire Department, Building Services will mail you your Manufactured Home Park License or Travel Park License.

When does the Manufactured Home Park License expire?

All Manufactured Home Park licenses & Travel Park licenses shall expire on July 31st yearly. A 60 day grace period may be requested in writing to the Building Official. Such extensions may be granted for good cause. (15.48.030)

What are the fee scale and license requirements?

Every lot or parcel where there exist more than 2 manufactured homes shall apply for and obtain a license annually. The license application shall be provided by Building Services. The applications shall be due by July 30 of every year. The fee shall be \$50 for each manufactured home park having up to 10 manufactured homes, and an additional \$2 for each manufactured home in excess of 10. For any manufactured home park found not to be in compliance, there shall be a re-inspection fee as provided in Table 100C of the International Building Code. This re-inspection fee shall be charged each time a manufactured home park is re-inspected. The number of manufactured homes in the park shall be the same as the number of manufactured homes indicated on the application. Increasing the number of manufactured homes within a manufactured home park shall be done in compliance with 15.48.240 and 17.50.110. Manufactured home parks shall be in compliance with all the requirements of this Chapter prior to the issuance of a license by Building Services. (15.48.020)

Are there yearly inspections?

A. The Fire Chief or his designee and/or the Building Official or his designee are authorized and directed to make inspections to determine the condition of manufactured home parks located in the city in order that they may perform their duties of safeguarding the health and safety of occupants of the manufactured home park.

B. The Fire Chief or his designee and/or the Building Official or his designee shall have the power to enter at reasonable times upon any Manufactured Home Park for the purpose of inspecting and investigating conditions relating to the enforcement of this chapter. It shall be the duty of the owner or occupant of the manufactured home park or the person in charge thereof to give the Fire Department free access to such Manufactured Home Park at reasonable times for the purpose of inspections. (15.48.250)